



Florida's Statewide Transit Training & Technical Assistance Program

SUBSTANCE ABUSE MANAGEMENT AND PROGRAM COMPLIANCE (FT00465)

March 18-20, 2008

Tampa, Florida

PDH: 14.5

COURSE OVERVIEW

This course is designed to serve as an evaluation and self-assessment of the participant agency's substance abuse program and its compliance with FTA regulations. Participants are invited to bring along the substance abuse policies of their agencies for self-examination. The course involves lecture, group discussion and peer information sharing. Time is allowed for participants to evaluate their programs and ask questions. This course promotes a better understanding of FTA substance abuse compliance regulations and their application to transit agency policies and procedures.

A Reasonable Suspicion Seminar will be held on March 20, 2008. If you would like to attend this 1/2 day seminar, please fax this registration form to Molly Buffington, indicating you are attending the Reasonable Suspicion session.

COURSE ELEMENTS

- ◆ Available technical assistance materials
- ◆ The audit process and common deficiencies
- ◆ Required policy content and communications
- ◆ Contractor oversight, checklist review, and action plan
- ◆ Drug testing procedures, specimen collection, prescriptions and over-the-counter medications, DHHS certified labs, MRO procedures
- ◆ Alcohol test procedures, breath test, saliva test, checklist review, and action plan
- ◆ Procedures for substance abuse professionals
- ◆ Testing categories, pre-employment, reasonable suspicion, post-collision, random, return to duty, follow-up, checklist review, and action plan
- ◆ Training requirements, safety sensitive employees, and supervisors' reasonable suspicion
- ◆ Recordkeeping, record retention and maintenance, negative tests, information disclosure, reporting, checklist review, and action plan
- ◆ Discussion
- ◆ Pre-test, final exam

WHO SHOULD ATTEND

Transit agency substance abuse program managers, human resource managers, safety managers, state DOT representatives, and third-party contractors for transit substance abuse programs. The Employee Assistance Certification Commission (EACC)/Employee Assistance Professional Association (EAPA) awards 14.5 Professional Development Hours for completing TSI's Substance Abuse Management and Program Compliance course. The PDH's can be applied to the yearly requirements for drug consortiums and other agencies with annual continuing education requirements for transit substance abuse professionals. PDH's awarded by the EACC may be applied toward meeting Certified Employee Assistance Professional (CEAP), psychology, counseling, social work, education, and related credentialing, and accreditation or licensure requirements as accepted by the respective credentialing board or agency. This course also meets the requirements for C-SAPA certification (up to 8 hours) and 40-281(d) Continuing Education 3-year requirement for SAP functions.

REGISTRATION INFORMATION

There materials fee of \$40 will be paid by the FDOT Statewide Transit Training and Technical Assistance Program. Space is limited, so please register early to avoid disappointment. A confirmation letter will be forward to each registrant with schedule and hotel information. Cancellations must be made 15 business days before class. *The deadline for registration is Friday, February 8, 2008.*

If you would like to attend this session, fill out the form below, and fax to reserve your seat.

Center for Urban Transportation Research

Attn: Molly Buffington

University of South Florida

4202 E. Fowler Ave-CUT100

Tampa, FL 33620

(813) 974-3120

(813) 974-5168 fax

buffington@cutr.usf.edu



**REGISTRATION FORM TO ATTEND
SUBSTANCE ABUSE MANAGEMENT AND PROGRAM COMPLIANCE (FTOO465)
MARCH 18-20, 2008
TAMPA, FLORIDA**

REGISTRANT'S NAME _____

JOB TITLE _____

MAJOR DUTIES & RESPONSIBILITIES _____

SUPERVISORS NAME _____

EMPLOYER _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____

FAX _____

EMAIL _____

COURSE TITLE/CLASS NUMBER _____

Substance Abuse Management & Program w/Reasonable Suspicion - March 18-20, 2008

Reasonable Suspicion Seminar Only– March 20, 2008

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